1. Project Charter
2. Points of Contact (if valid add responsibilities of each)
   * Project Sponsor
   * Project Manager
   * Program Manager
   * Project Team
   * Proponent Agency Head
   * Customer Representatives
3. Executive Summary
4. Project Purpose – Define business problem
5. Assumptions (if any)
6. Roles and responsibilities
7. Project Scope
   1. Project Deliverables
   2. Submission of deliverable
   3. Project Approach
8. Work Breakdown structure
9. Requirement Specifications
   1. Use Cases
   2. Functional Requirements
   3. Non functional requirements
   4. Activity Definition and diagram
10. Quality Management
    1. Product Testing
    2. Project Audit
    3. Verification and Validation
11. Risk Management (if appropriate)
12. Close out Report
    1. Deliverables
    2. Performance Baseline
    3. Schedule Baseline
    4. Operations & Maintenance Plan
    5. Project Resources
    6. Post Implementation Review